

STATE OF CALIFORNIA
DUTY STATEMENT

CALIFORNIA PRISON INDUSTRY AUTHORITY

1. Institution/Division/Office Central Office/Executive/CALPIA		2. Unit/Industry Legal Services Unit	
3. Classification Title Attorney		4. Proposed Incumbent (if known) Vacant	
5. Current Position Number (Agency-Unit-Class-Serial) 063-022-5778-002		6. Effective Date	
7. Briefly (1 or 2 sentences) describe the position's organization setting and major functions: Under the direction of the General Counsel, performs, interprets and applies all aspects of laws related to Occupational Safety & Health (OSHA) matters and public contracting. Must have strong communication skills and work well under pressure. Work Schedule: Monday – Friday, 8:00 AM – 5:00 pm			
8. Percentage (%) of time performing duties:	9. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent on each. Group related tasks under the same percentage (%) with the highest percentage (%) first. (Use an additional page if necessary)		
	ESSENTIAL FUNCTIONS		
35%	Assist and advise the health and safety officers and staff regarding Cal OSHA regulations and requirements. Represent CALPIA at administrative hearings before the Occupational Safety and Health Appeals Board. Travel to various locations as necessary, to conduct investigations, meet with health and safety staff and supervisors. Provide support, assistance and/or advice regarding OSHA regulations and health and safety requirements with CALPIA factory settings. Will require statewide travel (approximately 20%)		
35%	Assist and advise Business Services Contract Unit staff with contracting and labor related legal issues involved in public contracting. Advise staff on Public Contract Code, Labor Code and regulation provisions that apply to and effect public contracting, including public works contract provisions, prevailing wage requirements and other conditions imposed by the Department of Industrial Relations related to contractor's licensing and certifications. Review and approve contracts.		
10%	Assist and advise the CALPIA Public Records Act (PRA) Coordinator. Review requests for public records to ensure an appropriate response is prepared as permitted pursuant to the provisions of the Public Records Act. Review responses for approval. Provide research as necessary. Ensure responses are prepared and sent out within proper time constraints set forth in the PRA statutes.		
10%	Maintain regular knowledge and familiarity with the duties and responsibilities of CALPIA's other attorney(s) and provide assistance when workload dictates. Provide back-up coverage for the other attorney(s) when they are out-of-office.		
5%	Review subpoenas served upon CALPIA. Assist the Legal Unit Analyst with determining an appropriate response and oversee the gathering of information and documents requested. Review and approve the response for release.		
	MARGINAL FUNCTIONS		
5%	Provide legal assistance and support for the CALPIA, including, but not limited to: Research legal issues, draft opinion/advice memorandums and letters. Provide back-up support to the CALPIA General Counsel when needed. Perform other job-related duties, which may also include travel as assigned.		
10. SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.			
11. DATE SUPERVISOR PROVIDED EMPLOYEE WITH A COPY OF THE DUTY STATEMENT:			
PRINT EMPLOYEE'S NAME Vacant	EMPLOYEE'S SIGNATURE		DATE
PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE		DATE
HR APPROVAL			